

Rec'd by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 \_\_\_\_\_ Student \_\_\_\_\_ Visitor  
 \_\_\_\_\_ Faculty \_\_\_\_\_ Staff



Campus Police  
 Routine calls: 755-4220  
 Emergency calls: ext. 3911

1 <sup>st</sup> Appeal
2 <sup>nd</sup> Appeal
Personal Appeal

## PARKING CITATION APPEAL FORM

<p style="text-align: center;"><b><u>Please Note:</u></b>          A parking appeal must be made no later than seven (7) days after the date the citation was issued.</p> <p style="text-align: center;"><b><u>DIRECTIONS:</u></b></p> <ol style="list-style-type: none"> <li>1. Complete Sections 1 and 2 on the right.</li> <li>2. Mark <i>first appeal</i>, <i>second appeal</i> or <i>personal appeal</i> in the top right corner of this form.</li> <li>3. Write your reasons for appeal in Section 3.</li> </ol>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="background-color: black; color: white; text-align: center;">(1.) MAILING ADDRESS</th> </tr> <tr> <td colspan="3">Name</td> </tr> <tr> <td colspan="3">Street</td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip</td> </tr> <tr> <th colspan="3" style="background-color: black; color: white; text-align: center;">(2.) OTHER INFORMATION</th> </tr> <tr> <td colspan="3">Social Security #</td> </tr> <tr> <td>License Plate</td> <td colspan="2">State</td> </tr> <tr> <td colspan="3">Vehicle Make</td> </tr> <tr> <td>Assigned Lot on Decal</td> <td colspan="2">Decal #</td> </tr> <tr> <td colspan="3">Parking Citation #</td> </tr> <tr> <td colspan="3">Telephone #</td> </tr> </table>	(1.) MAILING ADDRESS			Name			Street			City	State	Zip	(2.) OTHER INFORMATION			Social Security #			License Plate	State		Vehicle Make			Assigned Lot on Decal	Decal #		Parking Citation #			Telephone #		
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<p>In the space below, please state with clarity all reasons and basis for appeal. We recommend that you attach a diagram showing the manner in which you were parked.</p> <p><u>You will be notified by copy of this appeal form of the Parking Appeals Committee's decision.</u></p>	<p style="text-align: center;"><b><u>Please Note:</u></b>          A lost permit, poor judgement, absentmindedness, parking only for a short period of time, failure to display the permit, and/or not seeing the signs <b>are unacceptable grounds for appeal.</b></p>																																	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: center;">I hereby certify that the above is a true and accurate statement of my appeal.</p> <p style="text-align: center;">Signature _____ Date _____</p>																																		
FOR COMMITTEE USE ONLY – DO NOT WRITE BELOW THIS LINE																																		
Appeal Granted	Yes	No	Date of Meeting _____	Date Mailed _____																														
Basis _____ _____ _____ _____ _____																																		
<b>Fine Amount \$</b>	_____ Chair, Parking Appeals Committee																																	
<b>FOR FURTHER INFORMATION, PLEASE CALL PARKING APPEALS COORDINATOR AT 755-4220.</b>																																		